



## Development Services Agency

**John R. Kasich, Governor**      **David Goodman, Director**

July 7, 2014

Nelson W. Burns  
Coleman Professional Services  
5982 Rhodes Road  
Kent, Ohio 44240

RE: 12 Month Reviewable Progress Report: FY13036 – Phoenix Block

Dear Mr. Burns:

The Ohio Development Services Agency (Development) approved the application for the above referenced project to the Ohio Historic Preservation Tax Credit program on June 26, 2013. In accordance with Ohio Revised Code Section 149.311(D)(5), applicants that have received approval are required to provide "sufficient evidence of reviewable progress" within 12 months after receiving approval. In order to meet this requirement, **Development requests the following information from the applicant no later than July 31, 2014:**

- **A viable financial plan:** Evidence should include a complete sources and uses document, letters/term sheets indicating financial commitment from the applicant, investment partners or equity investors and/or any other financial evidence indicating financial investment sufficient to complete the project as proposed.
- **Final construction drawings:** Evidence should include a letter from the project architect stating that construction drawings have been completed to a level that allows project construction to commence. Please do not submit actual construction drawings.
- **Updated historic approvals, if applicable:** Applicants who have revised their historic rehabilitation plans and submitted those plans to the State Historic Preservation Office (SHPO) after June 26, 2013 must submit updated historic approvals. Evidence should include federal Part 2 approvals and condition sheets for combined federal and state applicants OR copies of updated signed condition sheets issued by the SHPO for state only applicants. If no revisions have been made to the project warranting resubmission to the SHPO, simply note this in your response.

**Failure to respond to this request in a timely manner could result in Development rescinding application approval and any related tax credit.** Thank you once again for your participation in the Ohio Historic Preservation Tax Credit program. Please contact the Office of Energy and Redevelopment at [historic@development.ohio.gov](mailto:historic@development.ohio.gov) or 614-995-2292 if you have further questions about the reviewable progress requirements of your application.

Sincerely,



Jennifer O. Poklar  
Assistant Deputy Chief  
Office of Energy and Redevelopment

cc: Mariangela Pfister – State Historic Preservation Office  
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